

The Director of Central Intelligence

Washington, D.C. 20505

Intelligence Community Staff

IC 2364/78
5 MAY 1978

MEMORANDUM FOR: Director, Defense Intelligence Agency
Director, National Security Agency
Director, National Foreign Assessment Center
Commander, Foreign Technology Division
Commander, Foreign Science and Technology Center
Commander, Naval Intelligence Support Center

STAT
FROM:

Deputy to the DCI for Resource Management

SUBJECT: Training Provided New Civilian Analysts Hired in
Fiscal Year 1975 and Fiscal Year 1976

REFERENCE: Memo to NFIB Principals fm D/DCI/RM, subject:
Survey of Intelligence Community Training
Activities, dtd 19 April 1978 (NFIB-2.1/30)

1. As part of the Resource Management Staff survey of Community training activities (Reference), we need supplemental data on the number, background, and qualifications of civilian professional analytical personnel hired in FY 1975 and FY 1976 by your organization, and the types of training they have been provided. The objective is to define the background and qualifications of new analysts and the training opportunities that are being provided to complement their backgrounds and to enhance their rapid development as intelligence production analysts.

2. Please provide aggregate trend data for new civilian hires in your agency as follows:

- the total number of professional personnel hired (by grade) throughout the agency over the past five years (FY 1973-FY 1977); and
- the number (by grade) of professional personnel hired in each production/ analysis element (defined in Attachment 2) for the same period, in absolute terms and as a proportion (percentage) of the total manning of the element during the time period.

3. For civilian professionals hired in FY 1975 and FY 1976, please provide data (in the format provided at Attachment 1 and following the instructions at Attachment 2) for new professionals hired in production/ analysis elements of your agency. Also, please describe your agency's program for career trainees or interns in terms of numbers, selection criteria, assignments and training, management of positions and the program's historical contributions to the agency's effectiveness.

4. Since this data will be used in support of program review this summer, it would be appreciated if we could receive your data no later than 31 May 1978. The point of contact on my staff for this effort is

Thank you for your cooperation.

Attachments:

1. Civilian Professionals Hired Chart
2. Instructions
3. Listing of Civilian Education Level
4. List of Academic Study Fields

CC:

Army ACSI
Air Force ACSI
Director of Naval Intelligence
Craig Wilson/ASD (C I)

SUBJECT: Training Provided New Civilian Analysts Hired
in Fiscal Year 1975 and Fiscal Year 1976

Distribution:

- 1 - Ea Addressee
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- 1 - PAID Chrono
- 1 - RM Registry

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IC/OPEI/PAID: [redacted] (3 May 1978)

TAB

Attachment 1

[illegible]

TAB

INSTRUCTIONS

Please complete the worksheet at Attachment 1 for new professional civilian hires in analytical/ production positions in Fiscal Year 1975 and Fiscal Year 1976 using these instructions.

Identifier (Columns 1-4)

In the interest of preserving privacy rights of individuals, enter a four-digit code that is unique for each individual, beginning with 0001.

Agency (Column 5)

For the agencies to be surveyed, use the following single-digit codes:

<u>Agency</u>	<u>Code</u>
CIA/NFAC	1
DIA	2
NSA	3
FTD	4
FSTC	5
NISC	6

Component (Columns 6-10)

CIA/NFAC

Current Reporting Group	CRG
Operations Center	OC
Center for Policy Support	CPS
Office of Economic Research	OER
Office of Geographic and Cartographic Research	OGCR
Office of Regional and Political Analysis	ORPA
Office of Scientific Intelligence	OSI
Office of Strategic Research	OSR
Office of Weapons Intelligence	OWI
Career Trainees	CT

DIA

Deputy Directorate for Intelligence	DB
Deputy Directorate for Scientific and Technical Intelligence	DT
Deputy Directorate of Estimates	DE

NSA

Special Research Technicians and Analysts in:

A Group	A
B Group	B
G Group	G
W Group	W
Special Research Interns	I

FTD

Directorate of Systems	SP
Directorate of Technology and Threat	TQ

FSTC

Intelligence Production Directorate	IP
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Arrived/Entered on Duty (Columns 11-14)

Month and year, e.g., 1277 for December 1977.

Source (Column 15)

Source indicates where the new employee was immediately before entering on duty:

High School	A
College	B
Military Service	C
Other Intelligence Agency	D
Other Federal Agency	E
Non-Federal Employment	F
Other	O

Age When Entered on Duty (Columns 16-17)

Age in years.

Entry Grade and Step (Columns 18-21)

GS Grade and Step, e.g.	0702
PL 313 or Special Pay Scale	PL17

Highest Attained Educational Level (Columns 22-23)

Use codes at Attachment 3.

Language Qualified (Column 24)

Foreign language qualified means proficiency level 3 or above in at least one language. If language qualified, enter 1; if not qualified, enter 0.

Major Subject of Bachelor's Degree (Columns 25-27)

Use three-digit numerical codes at Attachment 4.

Minor Subject of Bachelor's Degree (Columns 28-30)

Same as above

Major Subject of Master's Degree (Columns 31-33)

Same as above

Minor Subject of Master's Degree (Columns 34-36)

Same as above

Major Subject of PhD Degree (Columns 37-39)

Same as above

Minor Subject of PhD Degree (Columns 40-42)

Same as above.

Training Facility (Column 43)

Enter the facility where training was provided using the following codes:

College or University	A
DoD School	B
Other Government Training Facility	C
Private Industry-Contractor	D
CIA/Office of Training	E
Defense Intelligence School	F
National Cryptologic School	G
Fort Devens	H
Goodfellow Air Force Base	I
Corry Station	J
Lowry Air Force Base	K
Offutt Air Force Base	L
Other	M

Course Title (Columns 44-74)

Enter the course title (abbreviated as necessary) of each instance of formal training that has been provided by the agency to production analysts hired in Fiscal Year 1975 and Fiscal Year 1976. Use as many rows as courses taken by an individual, repeating only the identifier (columns 1-4).

Number of Class Hours (Columns 75-77)

Leave Columns 78-80 Blank.

TAB

LISTING OF LEVELS OF CIVILIAN EDUCATION AND DEFINITIONSCIVILIAN EDUCATION LEVEL

<u>LEVEL</u>	<u>CODE</u>	<u>DEFINITION/EXPLANATION</u>
Not Applicable	00	
Some Elementary School Did not Complete	01	Elementary school means grades 1 through 8 or equivalents.
Elementary School Completed No High School	02	Grade 8 or equivalent completed.
Some High School - Did Not graduate	03	High school means grades 9 through 12 or equivalents.
High School Graduate or Certificate of Equivalency	04	
Terminal Occupational Program - Did not Complete	05	Program extending beyond grade 12, usually not more than 3 years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first 2 or 3 years of baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.
Terminal Occupational Program - Certificate of Completion, Diploma or Equivalent	06	(See above.) Two levels are recognized (1) the technical and/or semi-professional level preparing technicians or semi-professional personnel in engineering and non-engineering fields; (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.
Some College - Less than 1 year.	07	Less than 30 semester hours or 45 quarter hours completed.
1 Year College	08	30-59 semester hours or 45-89 quarter hours completed.
2 Years College	09	60-89 semester* hours or 90-134 quarter hours completed.
Associate Degree	10	2-Year college degree program completed.
3 Years College	11	90-119 semester hours or 135-179 quarter hours completed.

<u>LEVEL</u>	<u>CODE</u>	<u>DEFINITION/EXPLANATION</u>
4 Years College	12	120 or more semester hours or 180 or more quarter hours completed - no baccalaureate (bachelor's) degree.
Bachelor's Degree	13	Requires completion of at least 4 but not more than 5 years of academic work; includes bachelor's degree conferred in a cooperative plan or program which provides for alternate class attendance and employment in business, industry, or government to allow student to combine actual work experience with college studies.
Post-Bachelor's	14	Some work beyond (at a higher level than) the bachelor's degree but no additional higher degree.
First Professional Degree	15	Signifies the completion of academic requirements for selected professions, which are based on programs requiring at least 2 academic years of previous college work for entrance and a total of at least 6 academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).
Post-First Professional	16	Some work beyond (at a higher level than) the first professional degree but no additional higher degree.
Master's Degree	17	For liberal arts and sciences customarily granted upon successful completion of 1 (sometimes 2) academic years beyond the bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work.
Post-Master's	18	Some work beyond (at a higher level than) the Master's Degree but no additional higher degree.
Sixth-Year Degree	19	i.e., Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.

<u>LEVEL</u>	<u>CODE</u>	<u>DEFINITION/EXPLANATION</u>
Post-Sixth-Year	20	Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree.
Doctorate Degree	21	Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include doctor's degrees that are first professional per code 15.
Post-Doctorate	22	Work beyond the doctorate.

TAB

LIST OF ACADEMIC STUDY FIELDS AND ABBREVIATIONSACADEMIC STUDY FIELDS

<u>ACADEMIC FIELD</u>	<u>CODE</u>
<u>ACCOUNTING AND BUDGET</u>	
Accounting/Auditing	001
Budget Administration	002
Financial Management/Comptroller	003
<u>ADMINISTRATIVE/MANAGERIAL/BUSINESS FIELD</u>	
Administrative Assistant/Officer	004
Business Economics	005
Business Relations	006
Business Statistics	007
Employee Relations	008
Government Relations	009
International Business	010
Labor/Industrial Relations	011
Management Analyst	012
Management Information Systems	013
Marketing	014
Operations Research	015
Planning/Program Analyst/Officer	016
Political Science	017
Program Management	018
Public Administration	019

<u>ACADEMIC FIELD</u>	<u>CODE</u>
Real Estate	020
Transportation	021
<u>AUTOMATIC DATA PROCESSING</u>	
Automatic Data Processing	022
Computer Programming	023
Computer Science	024
Computer Systems Administration	025
Computer Systems Analyst	026
Computer Systems Operation	027
Information Sciences (See Mathematics)	028
Operations Research (See Administrative/Managerial)	029
<u>BIOLOGICAL SCIENCES</u>	
Agriculture/Agronomy	030
Biology/Biophysics	031
Botany	032
Cybernetics	033
Ecology	034
Entomology	035
Forestry	036
Microbiology/Bacteriology/Epidemiology	037
Parasitology	038
Pharmacology	039
Physiology	040
Radiology	041

<u>ACADEMIC FIELD</u>	<u>CODE</u>
Zoology	042
<u>BUSINESS AND INDUSTRY</u>	
Business Administration	043
Business, Commerce, & Industrial Administration	044
Industrial Operations	045
Production Control	046
<u>EDUCATION</u>	
Education Administration/Supervision	047
Education of the Handicapped	048
Education and Training	049
Educational Psychology	050
Elementary Education	051
General Education	052
Guidance/Counseling	053
Physical Education	054
Secondary Education	055
Special Education	056
<u>ENGINEERING & APPLIED TECHNOLOGY</u>	
Architecture	057
Architecture, Naval	058
Communications Specialist	059
Electronic Technician	060
Engineering, Aerospace (Aeronautical & Astronautical)	061
Engineering, Agricultural	062
Engineering, Biological	063

<u>ACADEMIC FIELD</u>	<u>CODE</u>
Engineering, Biomedical	064
Engineering, Ceramic	065
Engineering, Chemical	066
Engineering, Civil/Structural	067
Engineering, Construction	068
Engineering, Drafting	069
Engineering, Electrical	070
Engineering, Electronic	071
Engineering, Environmental/Sanitary	072
Engineering, General	073
Engineering, Geological	074
Engineering, Geophysical	075
Engineering, Industrial	076
Engineering, Marine	077
Engineering, Materials	078
Engineering, Mechanical	079
Engineering, Metallurgical	080
Engineering, Mining	081
Engineering, Nuclear	082
Engineering, Petroleum/Natural Gas	083
Engineering, Safety	084
Engineering, Technician	085
Engineering, Vulnerability	086
Surveying, Technician	087

<u>ACADEMIC FIELD</u>	<u>CODE</u>
<u>INFORMATION & ARTS</u>	
Arts and Sciences, General	088
Drafting	089
English & Journalism	090
Fine and Applied Arts (Arts, Music, Speech, Dramatic Arts)	091
Humanities, General	092
Illustration	093
Philosophy/Religion	094
Public Relations	095
Radio & Television	096
Visual Information	097
<u>LEGAL FIELD</u>	
Attorney/Lawyer	098
Law Enforcement	099
<u>LIBRARIANSHIP FIELD</u>	
Archivist	100
Documentation Research	101
Library Science	102
Librarian	103
<u>MATHEMATICS</u>	
Applied Mathematics	104
Information Sciences	105
Mathematical Statistics	106
Mathematics	107

<u>ACADEMIC FIELD</u>	<u>CODE</u>
Operations Research (See Administrative/Managerial)	108
Statistics	109
<u>MEDICAL SCIENCES</u>	
Hospital Administration	110
Laboratory Technician	111
Medical, Dental or Veterinary Scientist	112
<u>PERSONNEL ADMINISTRATION</u>	
Personnel Administration	113
<u>PHOTOGRAPHIC SERVICES</u>	
Photographer, General	114
<u>PHYSICAL SCIENCE FIELD</u>	
Administration, Physical Science/Scientific and Technical	115
Astronomy/Space Science	116
Ballistics	117
Cartography	118
Chemistry/Biochemistry	119
Earth Science	120
Geodesy	121
Geography, Cultural	122
Geography, Economic	123
Geography, General	124
Geography, Military	125
Geography, Political	126
Geography, Physical	127
Geography, Transportaton	128

<u>ACADEMIC FIELD</u>	<u>CODE</u>
Geography, Urban	129
Geology	130
Geophysics/Seismology	131
Hydrology/Hydrography	132
Metallurgy	133
Meteorology/Climatology	134
Oceanography	135
Physical Science Technician	136
Physics, Atomic & Nuclear	137
Physics, Atmospheric	138
Physics, Cryogenics	139
Physics, Electricity and Magnetism	140
Physics, Electronics	141
Physics, General	142
Physics, Mechanical	143
Physics, Molecular	144
Physics, Optical	145
Physics, Plasma	146
Physics, Solid State	147
Physics, Sound	148
Physics, Thermodynamics	149
Physics, Theoretical	150
Propulsion	151

<u>ACADEMIC FIELD</u>	<u>CODE</u>
<u>SOCIAL SCIENCES</u>	
Art Science (Formal study at college level or above)	152
Anthropology	153
Archeology	154
Asian Area Studies	155
Cost Analysis	156
Demography	157
Economics	158
Economics Assistance	159
Foreign Affairs/International Relations	160
Foreign Area Studies	
Africa	161
China	162
Eastern European Communist States	163
Far East	164
General	165
Latin America	166
Middle East	167
SE Asian Area Studies	168
Slavic Area Studies	169
USSR	170
Western Europe	171

<u>ACADEMIC FIELD</u>	<u>CODE</u>
Foreign Language and Literature Studies	
Germanic	172
Indo-Chinese	173
Japanese	174
Latin and/or Greek	175
Linguistics	176
Other Languages	177
Romance	178
Slavic	179
History	180
History, African	181
History, American	182
History, Chinese	183
History, European	184
History, Far East	185
History, Latin America	186
History, Mid East	187
History, Russian	188
Intelligence Research & Analysis	189
International Cooperation	190
Military Science (Formal study at college level or above)	191
Naval Science (Formal study at college level or above)	192

<u>ACADEMIC FIELD</u>	<u>CODE</u>
Psychology	193
Social Science/Sociology	194
Urban Planning	195
Police Science/Administration	196
Environmental Studies	197
<u>SUPPLY</u>	
Purchasing/Procurement	198
Supply Specialist, General	199
<u>TRANSPORTATION</u>	
Transportation	200